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~~1 November 1950~~

SAMPLE: Form Memo to establish financial and service obligations.

Date \_\_\_\_\_

TO : Chief, Finance Division

FROM : Chief of Station, \_\_\_\_\_

SUBJECT: Engagement of \_\_\_\_\_, as independent contractor.

1. In accordance with the terms of \_\_\_\_\_ project (change as necessary for maintenance or service assistants,) the individual named above has been engaged by me, under oral contract, for a term of \_\_\_\_\_ (indefinite unless specific term has been agreed upon.) The effective date of oral contract is \_\_\_\_\_.

2. Until further notice, the sum of \_\_\_\_\_ is to be paid to subject each (month, quarter, year, etc.) Payment will be made in (type currency) in the following manner (at station from station funds or otherwise agreed upon.)

3. In accordance with oral contract, subject is not entitled to annual or sick leave benefits, disability compensation, nor will his dependents be entitled to death benefits.

4. Subject (has) (has not) been promised assistance in event of (capture, exile, flight, etc.)

5. Termination of oral contract may be made at any time upon oral notice by either party.

6. No commitments, other than those stated above, have been made to subject.

\_\_\_\_\_  
(Chief of Station)

~~Attachment 1~~

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SAMPLE: Contract for the purchase of information and services from agents or informants.

Date \_\_\_\_\_

Mr. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr. \_\_\_\_\_:

We hereby contract with you for the procurement and furnishing of information and services upon the following conditions:

1. For the purchase of this information and services from you, an amount calculated at the rate of \_\_\_\_\_ per \_\_\_\_\_ will be paid. The payment of this amount will constitute payment in full for all such information and services purchased from you.
2. For necessary expenses incurred by you in the fulfillment of this contract, including travel, entertainment, and other extraordinary expenses, you will be reimbursed in an amount not to exceed \_\_\_\_\_ per \_\_\_\_\_. You will be required to account in full for this amount in accordance with regulations.
3. Payments to you under this contract shall be made in accordance with your written directions in a manner acceptable to this organization.
4. No annual or sick leave benefits will accrue to you under this contract.
5. The effective date of this contract is \_\_\_\_\_, and the term shall be \_\_\_\_\_  
(indefinite unless a specific

term has been agreed upon)

The termination of this contract may be effected at any time upon written notice, but without advance notice, by either party, such termination to be effective upon receipt of the notice. The termination of this contract will not release you from any provisions of security oaths which you may be required to take.

6. Instructions received by you in briefing or training are deemed a part of this contract and are incorporated herein to the extent that they are not inconsistent with the terms hereof.

Accepted: \_\_\_\_\_

(Chief of Station)